



Vending Equipment Sales and Service Daily Activity Log

(See Instructions on Reverse)

AP FY

Location Information			Serving Employee Information			AP Totals			Miles Driven
ZIP + 4	Location Name	Type Code	Serving Employee Name	Serving Employee ID Number	Commercial Number ()	AP Total Office Workhours/Mins.	AP Total Service Workhours/Mins.		
Street Address			City and State	<input type="checkbox"/> Check One <input type="checkbox"/> SSPP Tech <input type="checkbox"/> Clerk		AP Travel Time (Hours/Mins.)	AP Total OT Workhours/Mins.	Misc. Cost	
City and State			ZIP + 4	<input type="checkbox"/> Postmaster <input type="checkbox"/> Supervisor <input type="checkbox"/> Other:					
Machine Serial #:									
a. Service Date			Model Code:			Model Name/Type:			<input type="checkbox"/> Add <input type="checkbox"/> Delete
b. Office			:	:	:	:	:	:	AP Totals
c. Service			:	:	:	:	:	:	
d. Overtime			:	:	:	:	:	:	
e. Sales			:	:	:	:	:	:	
f. Transactions (See Reverse)			:	:	:	:	:	:	
g. Out-of-Service			Model Code:			Model Name/Type:			\$
Machine Serial #:									
a. Service Date			Model Code:			Model Name/Type:			<input type="checkbox"/> Add <input type="checkbox"/> Delete
b. Office			:	:	:	:	:	:	AP Totals
c. Service			:	:	:	:	:	:	
d. Overtime			:	:	:	:	:	:	
e. Sales			:	:	:	:	:	:	
f. Transactions (See Reverse)			:	:	:	:	:	:	
g. Out-of-Service			Model Code:			Model Name/Type:			\$
Machine Serial #:									
a. Service Date			Model Code:			Model Name/Type:			<input type="checkbox"/> Add <input type="checkbox"/> Delete
b. Office			:	:	:	:	:	:	AP Totals
c. Service			:	:	:	:	:	:	
d. Overtime			:	:	:	:	:	:	
e. Sales			:	:	:	:	:	:	
f. Transactions (See Reverse)			:	:	:	:	:	:	
g. Out-of-Service			Model Code:			Model Name/Type:			\$
Machine Serial #:									
a. Service Date			Model Code:			Model Name/Type:			<input type="checkbox"/> Add <input type="checkbox"/> Delete
b. Office			:	:	:	:	:	:	AP Totals
c. Service			:	:	:	:	:	:	
d. Overtime			:	:	:	:	:	:	
e. Sales			:	:	:	:	:	:	
f. Transactions (See Reverse)			:	:	:	:	:	:	
g. Out-of-Service			Model Code:			Model Name/Type:			\$

INSTRUCTIONS

Record accounting period (AP) activity for vending equipment on this form. Each employee associated with the vending equipment operation must complete a form detailing the equipment serviced and maintained during the accounting period. All vending equipment related time and costs must be reported.

REPORTING PERIOD

Enter the accounting period and fiscal year for which the information on this completed form represents.

LOCATION INFORMATION

ZIP + 4 Enter the ZIP + 4 for the geographical location where the equipment is located (i.e., if the equipment is installed in a free standing unit in a shopping mall parking lot use the ZIP + 4 assignment for the mall).

NAME Enter a location name that local personnel will recognize when referencing the location.

ADDRESS Enter the street address of the location.

CITY / STATE Enter the city and state of the location.

TYPE CODE Enter the two-digit type code from the list below.

TOTAL OFFICE HOURS Enter the sum total of "b" entries here.

TOTAL SERVICE HOURS Enter the sum total of "c" entries here.

TRAVEL TIME Enter the total time spent in transit for this location for the accounting period.

TOTAL O.T. Enter the sum total of OT entries here.

MILES DRIVEN Enter the total mileage charged to this location for the accounting period.

MISC. COST Enter the dollar and cent amount for any rent, utilities, or cleaning supplies used during the accounting period. (i.e., Enter one hundred and twenty-five dollars and thirty-five cents as \$125.35. Enter one hundred and twenty five dollars as \$125.00).

SERVICING EMPLOYEE INFORMATION

I.D. # This number is assigned by the database when the location is established. A new employee will be given the next sequential number by the VESS system database. This number may be determined by contacting the District VESS program administrator.

NAME Enter the name of servicing employee whose activities are reported on this form.

ADDRESS Enter the street address where servicing employee is domiciled.

CITY / STATE Enter the city and state where the servicing employee is domiciled.

ZIP + 4 Enter the ZIP + 4 where the servicing employee is domiciled.

TEL. # List the COMMERCIAL telephone numbers if known.

JOB TITLE Check the appropriate box. If "OTHER" include title and pay level.

MACHINE INFORMATION

MACH. SERIAL # Enter the serial number located on the boiler plate identification tag affixed to the machine.

MODEL CODE Enter the appropriate model code from the list below.

MODEL NAME/TYPE Enter the appropriate model name / type from the list below.

ADD / DELETE Check the appropriate box to add or delete a machine.

a. Enter the **service date** of service activities.

b. Enter the number of **office** workhours. Office workhours are the number of hours and minutes spent counting currency, preparing deposits and stock requisitions, performing accounting functions, auditing, depositing currency, arranging for repair and replacement of failed subassemblies, and providing customer service including reimbursements.

c. Enter the number of **service** workhours. Service workhours are the number of hours and minutes spent servicing the equipment by loading stock, collecting cash, replacing modules (troubleshooting), and general housekeeping.

d. Enter the number of **overtime** hours. Postal overtime pay is a premium pay to eligible employees for work performed after eight paid hours in any one service day or forty paid hours in any one service week.

e. "Sales" = "products sold" x "the price". (See PO-102, Ch. 7).

f. When requested to monitor **transactions**, enter the total number of transactions generated by the corresponding machine during the accounting period. (Refer to Retail Vending Operational and Marketing Handbook, PO-102 for instructions on monitoring transactions for a particular machine type.)

g. Enter the **out-of-service** code. The out-of-service code is the four digit code based on the following: the first two digits represent the total number of days a machine is out-of-service. The second two digits are based on the following code table:

01 = VALIDATOR
02 = COIN MECHANISM
03 = CONTROLLER
04 = DISPENSER
05 = ELECTRICAL
06 = OTHER
07 = JAM
08 = JACKPOT
09 = SWITCH
10 = PHYSICAL DAMAGE
11 = RELOCATION

EXAMPLE: 04-03

The first two digits indicate the machine was OUT-OF-SERVICE for four days. The second two digits indicate the primary reason was a defective controller.

NOTE: In the event a machine is inoperative for various reasons on different dates during the accounting period, indicate the OUT-OF-SERVICE code you feel was most predominant in the AP TOTALS column.

AP TOTALS

Total rows e thru g, left to right, for each machine listed. Enter the sum in the appropriate **AP TOTALS** block. (Make entries for items "f" and "g" only when applicable.)

CURRENT EQUIPMENT CODES

MODEL CODE	ITEM NUMBER	MODEL NAME	TYPE
118	V-3504D	PS-53D	SVM
119	V-3504C	PS-53C MOD	SVM
120	V-3510	PS-22	SVM
121	V-3510	PS-22B	SVM
206	V-1065E	PBM-6	BVM
207	V-1065D	PBM2A	BVM
208	V-1065F	PBM-7	BVM
307	V-3508B	PCM-1625	PCM
308	V-3508C	PCM-1625B	PCM
601	V-3508D	PBSM-624	BSM
602	V-3508D	PBSM-624B	BSM

LOCATION TYPE CODES

LOCATION TYPE	CODE
Postal Branch	BR
Postal Main Office	MO
Postal Station	ST
Postal Store	PS
Aviation / Airport	AV
Bank	BK
College	CL
Corporation	CO
Department Store	DS
Gift Shop	GS
Government Location	GL
Hospital	HP
Hotel	HT
Post Office Express	PE
Supermarket	SM
Mall	MA
Misc. / Other	MI
Military Postal	ML